A blue and orange text

Description automatically generated

AGENDA

Meeting of RMTD Governing Board

December 11, 2024 / 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** @ 4:30 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer (Absent)

Larry Callant, Board Member

Jeremy Englund, Board Member - arrived at 4:47 PM

Greg Gates, Executive Director, RMTD

Kendra Hull, Secretary

**Guests** - Steve Davis, Kristy Jones, Chet Olson

**ACTION: Approval of November 14, 2024, Minutes** - Discussion: None

Motion: Greg Sparrow

Second Motion: Larry Callant

Opposed: 0

**Public Comment** – No comments.

**Executive Director** – Monthly Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **September, 2024** | **October, 2024** | **November, 2024** | **FY 25 Trend** |
| **Rides** | 7,433 | 8,714 | 7,172 | 95,100 |
| **Service Hours** | 3,271 | 2,755 | 2,252 | 31,076 |
| **Miles of Service** | 67,403 | 75,482 | 63,387 | 759,388 |
| **Fuel Cost** | $19,289.85 | $19,632.67 | $18,460.22 | $268,852.32 |

**Developments**

**Service Contract Discussions** – Initial discussions on potential service contracts have been had with Rochelle Community Hospital, as well as KSB Hospital. Both of these are in the very preliminary stages, with good content from the initial meetings.

**Feasibility Studies: Dixon and Rochelle** – RMTD and RLS and Associates held an initial meeting with IDOT leadership about potential funding (operational and capital) for the initiative of the fixed routes in Dixon and Rochelle. The Dixon study wrapped up at the end of November, while the Rochelle study will be completed by the end of December. RLS will provide a presentation to the Ogle County Board during its December 17, 2024, meeting. Kristy will need to do her presentation to the Ogle County Board.

**Auditing Services** – Wipfli, LLC has been awarded successful bidder to the Request for Proposals for “Auditing” services, a three-year contract with two option years. Admin is working on Wipfli staff on the transportation audit, which is due into IDOT by December 31, 2024. This audit assesses the Downstate Operating Assistance Program funding as well as 5311, 5311F and CARES (Covid) funding received in FY 2024 (July 1, 2023 – June 30, 2024).

**IT Services** – Pre-Award Concurrence for the awarding the successful bid of Information Technology services is pending with IDOT. Awarding should be made this week (12/9/24). The chosen IT Firm will have a three-year contract with two (2) additional one-year options. A total of four (4) IT Firms responded to the RFP publicized by RMTD.

**Pending Request for Bids / Intercity Bus** – An upcoming bid opportunity to operate Intercity Bus services on I-88 and I-39 will be forthcoming in the next six (6) months, with the selected operator beginning on July 1, 2025. IDOT is currently reviewing this.

**Request for Bids / Replacement Vehicles** – RMTD has an initial draft of a Request for Proposals for two (2) (possibly three (3)) Ford Transit type vehicles, and which has been shared with IDOT for their initial review. This RFP will allow for the use of REBUILD 1 funding.

**Budget/Contracts for FY 2025 (July 1, 2024 – June 30, 2025)** – RMTD has executed all three (3) of its contracts for FY 2025. Contractual amounts for State Fiscal Year 2025 are as follows: 5311 Contract: $283,450; DOAP Contract: $1,867,008; 5311F Contract (I-88 and I-39): $2,029,606.

**Vehicle Procurement** – Pending transfer of two (2) buses from an area non-profit. Pending transfer of two (2) 5310 vehicles from local non-profit here in Dixon. RMTD received was awarded six (6) vehicles (2 minivans, 4 light duty buses) via IDOT’s 2022 CVP Application. Delivery in 2025. RMTD collaboration with IDOT on a federal proposal to the Low / No Emission Grants. RMTD will procure two (2) electric buses via this proposal.

**Operational and Capital Related Developments**

**Capital Funding / Community Project Funding / Representative Darin LaHood** – Funding includes construction of additional administrative space at Dixon Transit Center.

**Capital Funding / REBUILD Round 1** – Funding provides for construction of new Oregon location. Furnishings and equipment for Oregon facility. Implementation of video surveillance cameras in 17 of RMTD’s buses and minivans (completed). Three (3) new buses (Ford transit type vehicles).

**Capital Funding / REBUILD Round 2** – RMTD Proposal will allow for the following: Two (2) electric vehicles for use in the RMTD system. Three (3) new offices at Regan Transit Center and secured file room / storage room. Develop new conference room between Reagan Transit Center and Mechanical Bay. Geothermal and Solar technologies will be incorporated into complex.

**Capital Funding / REBUILD Round 3** – RMTD will receive $62,500 for the purchase of two (2) service vehicles.

**Assistant Director of Operations – Ridership Report** – Steve went over the graph he distributed. RMTD had a little dip in rides due to the Thanksgiving holiday and children out of school. We still finished November 9% ahead of last year. We are currently just under 6000 rides more than we did last year. If we can average 150 rides a day for December we will do 32000 rides this year. Spoke to the Rochelle hospital today about possible funding. Have also spoken to KSB / OSF Hospital regarding a service contract. Still receiving a lot of same day call offs.

**Manager of Finance – Financial Report** – Distributed two different reports. November report is not finished. She has not put this into BlackCat yet, so she does not know where the funding is coming from. More than likely it will come from DOAP. The reports distributed will explain where we are sitting thus far compared to the budget that has been approved. We did increase our purchase transportation and the contributed services. 1.252 mil that is the short fall that we are anticipating for the ICB routes. We want to make sure we are capturing this. She wants to make sure our financials are set up so that everything is there for when they do the audit next year. She wants to make sure that we have good documentation for everything and everything is supported. There was a huge increase in the administrative salaries in August. That was when we caught up with the Board Member reimbursement. There are 27 pay periods (biweekly) for this year, which may have payroll looking off. Kristy does not report what goes into the PTA fund to BlackCat however, it does show up on the report that is handed out at Board meetings.

**Manager of Human Resources – Staffing Report** – We have just offered the PT Driver position who will be starting on December 17th. This position will be in Rochelle. We currently have a Dispatcher out and they should be returning within the next couple of weeks.

Holiday party is coming up on Saturday, January 11th. This will be held at the Timbercreek Golf Course in Dixon.

Kendra will send out the invitation to Board Members.

**Old Business**

**Rural Winnebago County Transit Services** – Working on Intergovernmental Agreement with Winnebago County to provide rural transit. Separate agreement being finalized for the contractual hiring of a person to be the PCOM (oversight) of the rural transit services being provided. The contractual budget proposed by IDOT for this new rural service is as follows: 5311 Contract: $207,864 and DOAP Contract: $798,728.

**Hydrogen Project / State Planning and Research Grant** – IDOT State Planning and Research Program is finalizing the execution of its agreement with RMTD. RMTD has been awarded funding from the State Planning and Research Program of IDOT for a total of $300,000 to assess the feasibility of using hydrogen fuel cell vehicles and hydrogen fuel in rural Illinois. Once a contract has been executed, RMTD will broadcast a Request for Proposals for a Project Lead for the initiative. Greg’s next step will be to get a lead for this project.

**Transit Desert / State Planning and Research Grant** – The Transit Desert Study is moving forward with NIU Center on Governmental Studies as the project lead. NIU is working on setting up the first meeting with the Technical Advisory Committee. Components of this study will include surveys, review of baseline data, focus groups and a Technical Advisory Committee. The timeline for this project will provide for a wrap up of all activities by the end of FY 205 (June 30, 2025). This project will look at the general “transportation needs” of residents in Lee and Ogle Counties, specifically those areas of the counties more remote in nature.

**Oregon Office Construction** – Pre-bid concurrence paperwork is being finalized by Larson and Darby, our architects for the Oregon office construction, and will be submitted to Illinois Department of Transportation. Once concurred will allow for going out for the hiring of a General Contractor. Larson and Darby, architectural firm out of Rockford, is the architect / engineering firm hired for the Oregon Construction project. This project is part of RMTD application under REBUILD 1.

**Expansion at 210 E. Progress Drive** – No update.

**New Business**

Kendra will send a reminder for the OMA. Board members are to send certificates to Kendra for the files.

**Other Business**

Board Retreat – The last one was more of a financial board meeting rather than a strategic Board Meeting. Suggested to have a strategic board retreat in March before the IDOT Budget is due. Write a proposal for SPR. Greg Sparrow will be back for the Board Meeting in March, so would like to see the Retreat in the last two weeks of March.

**Closed Session, if necessary**

Personnel – Did not meet.

**Motion to Adjourn: Greg Sparrow**

**Second Motion: Larry Callant**

**Opposed: 0**

**Time: 5:07 PM**

**Next Meeting: January 9, 2025 @ 4:30 PM (RMTD)**